

2. ARCHIVES

- a. GENERAL. This regulation provides for a continuing Agency Archives Program to identify, safeguard, and preserve records of enduring value.
- b. DEFINITION. Agency archives are those bodies of noncurrent, permanently valuable records which
- (1) form useful evidence of the organization, functions, policies, decisions, procedures, operations, and essential transactions of the Agency and its components or of important officials;
 - (2) must or should be preserved for their informational content or for their commemorative value;
 - (3) are determined to be of sufficient historical or other value to warrant their continued preservation by the United States Government.

Agency archives include all those documents and other record materials, regardless of media or characteristics, which are scheduled to be indefinitely retained by the Agency.

c. POLICY

- (1) The Agency Archives Program is established to conform as closely as possible with the principles and standards established for the National Archives and to ensure that procedures for identification, retention, retrieval, and safeguarding against impairment of value of Agency archival material

are established and that the activities of the participants in the program are coordinated.

- (2) Due to the close relationship in responsibility and functions between information management, classification and declassification, ^{and} archives, [and certain aspects of the Agency Historical Program,] responsibility for all these functions may be vested in the same individual or organizational subelement.

Is this
Q. needed?
What purpose
does it serve?
A. good case
could be made
for having the
archivists divorced
from other
aspects of records
mgmt. (i.e., checks
and balances technique)
Moreover, if the
Directorate Archivists
do everything
mentioned in the
detailed version
of this regulation,
it will consume
much of their
time.

- (3) Archival material will be transferred to the Agency archives facility for storage as soon as practical and subsequently to the custody of the National Archives when security and other considerations permit. Exceptions to this policy may be made by the Agency Archivist.
- (4) Access to Agency archives will be restricted to the originating component, the archivist of the directorate concerned, the Agency Archivist, and designated members of the staff of the Agency archives. In addition, the Agency Archivist or the Directorate Archivists, with the concurrence of the originating components whose records are concerned, may formally authorize Agency researchers to have access to specified records or categories of records under their jurisdiction.
- (5) Appropriate security and compartmentation procedures will be maintained to protect archival material in accordance with the controls prescribed by the originating directorates and their components.

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RECORDS AND CORRESPONDENCE

HR

- (6) Disposal of records that are in the legal custody of the Agency archives facility may be approved and effected by the Agency Archivist only on receipt of written consent of the originating component.

d. RESPONSIBILITIES

- (1) The Deputy Director for Management and Services is responsible for the direction, scope, and content of the Agency Archives Program. *He will appoint an Agency Archivist* *(The Chief, Information Management Staff will serve as the Agency Archivist)* to administer the program in his behalf and as the archivist for the Office of the Director.
- (2) Each Deputy Director will appoint a Directorate Archivist to administer the Agency Archives Program within the directorate.

Why tie the
DDMS's hands?

DISTRIBUTION: AB